Advanced HR Writer Exercises

Exercise 1 – A request is made to create a report listing all of the active Employees that have received overtime since go live (Pay Code 101 and 999).

*(*Note – this report could be used with any other Pay Code on the Pay Code List)*

Step 1 – Access HR65.1 - Setup your report Author and Title, parameters will be:

A. Enter Author: TRAINING
B. Enter Title: YOURINITIALS EMP WITH OVT (Ex. DKG EMP WITH OVT)
C. Select Type: H – History
D. Detail Topic: PW - Payment Wages
E. Detail Line: M – Multiple Lines
F. Enter Frequency: O – On Demand
G. Enter Spreadsheet Name – YOURINITIALSEEOVT (EX. DGEEOVT)
- **CLICK** Add

Step 2 – Access HR65.2 - Select Data Items to display on your report, selected items will be:

A. Select Employee No (GE Employee)
B. Select Full Name (GE Name-Full)
C. Select Process Level (GE Process Level)
D. Select Job Code (GE Job Code)
E. Select Rate of Pay (GE Rate of Pay)
- **CLICK** Change

F. Select Pay Summary Group
G. Select Pay Code
H. Select Pay Code Description
I. Select Hours
J. Select Payment Date
- **CLICK** Change
- **CLICK** PageDown

K. Select Time Record Date
L. Select Wage Amount
- **CLICK** Change
- **CLICK** Next Screen

Step 3 – Access HR65.3 - Define Format Item Order. Setup fields Col Nbr and Length as listed below:

A. Emp No – Col Number = 1, Length = 8
B. Full Name – Col Number = 2, Length = 30
C. Process Level – Col Number = 3, Length = 5
D. Job Code – Col Number = 4, Length = 9
E. Rate of Pay – Col Number = 5, Length = 10
F. Pay Summary Group – Col Number = 6, Length = 3
G. Pay Code – Col Number = 7, Length = 4
H. Pay Code Description – Col Number = 8, Length = 15
I. Hours – Col Number = 9, Length = 7

J. Wage Amount – Col Number = 10, Length = 11
K. Time Record Date – Col Number = 11, Length = 8
L. Payment Date – Col Number = 12, Length = 8
- **CLICK** Change
- **CLICK** Next Screen

Step 4 – Access HR65.4 - Define the Sort Order (how the data appears down the page). For this report we want to sort by Process Level, and then Last Name. There will be no totals in this report. The sort is setup as:

A. Select Topic E1 – Employee Master
- **CLICK** Inquire
- **CLICK** PageDown

B. Select Process Level
- **CLICK** Change
- **CLICK** PageUP

C. Select Name – Last
- **CLICK** Change
- **CLICK** Next Screen

Step 5 – Access HR65.5 - Define the Population Select. For this report we want to see only Active Status Employees. The selection fields will be selected as follows:

- **CLICK** PageDown

A. Select Status
- **CLICK** Change
- **CLICK** Next Screen

Step 6 – Access HR65.6 - Define the Population Criteria to Exclude Employees in Inactive Status Codes. Your rules will be defined as follows:

A. FC = A, Data Item = 1, Inc/Exc = E, Beginning Value = R1, Ending Value = R3
B. FC = A, Data Item = 1, Inc/Exc = E, Beginning Value = U1, Ending Value = U2
C. FC = A, Data Item = 1, Inc/Exc = E, Beginning Value = T1, Ending Value = T3
- **CLICK** Change
- **CLICK** Next Screen

Step 7 – Access HR65.7 - Define the Detail Selection. For this report we want to restrict the results to specific Pay Codes. The form will be automatically setup to see fields in the Payment Wages table. The selection fields will be selected as follows:

A. Select Pay Code
- **CLICK** Change
- **CLICK** Next Screen

Step 8 – Access HR65.8 - Define the Detail Criteria. For this report we want to see only Pay Codes 101, 102 and 999. The form will be automatically setup to see fields in the Payment Wages table. The selection fields will be selected as follows:

A. Suppress Individual field = Y
B. FC = A, Data Item = 1, Inc/Exc = I, Beginning Value = 101, Ending Value = 102, Item Group = A

C. FC = A, Data Item = 1, Inc/Exc = I, Beginning Value = 999, Item Group = B
- **CLICK** Change

Step 9 – Access HR170, and run the report with these parameters:

- **CLICK** on HR Writer Report Request under Related Links

A. Enter Job Name: YOURINITIALS-EEOVT (ex. DKG-EEOVT)
B. Enter Job Description: Employees Paid Overtime
C. Select Author: TRAINING (if not already selected)
D. Select Report Title defined in Step 1
E. Enter Company = 1
F. Enter Spreadsheet = Y

- **CLICK** Add
- **CLICK** Submit Job
- **CLICK** Submit Again
- **CLICK** on Job Scheduler under Related Links
- **CLICK** on Active under Filter Options

G. Check Status of your report job, if status is Active – **CLICK** Refresh.
   a. <u>You must refresh until your Job disappears from the Active Filter Option, once that happens continue with the next step</u>

- **CLICK** on Completed under Filter Options, **verify** Job is in Normal Completion Status
- **CLICK** on Reports under Related Links
- **CLICK** on <u>your report job name from Step A</u>
- **CLICK** Right Mouse Button
- **CLICK** on the option to view your report. Option should be View – YOUR REPORT NAME (ex. View dkg_reportname)
- **CLICK** on Landscape under PDF under View Options

H. Verify your report results.
   a. To change the view of your report (if desired), then
      - CLICK on the file you want to view under Related Reports (there should be two files: the spreadsheet you named on HR65.1 and the report title you created on HR65.1) OR
      - CLICK on the format you would like to view the file in under View Options. Spreadsheet can only be viewed in Text. Report file can be viewed in PDF-Landscape or Text OR
      - To download the spreadsheet, CLICK on the spreadsheet file under Related Reports, Click on Text under view options, then click on Create CSV File.

Exercise 2 – A request is made for a report that displays Time Accrual Balances for Agency Employees.

Step 1 – Access HR65.1 - Setup your report Author and Title, parameters will be:

A. Enter Author: TRAINING
B. Enter Title: YOURINITIALS EMP TIME BAL (Ex. DKG EMP TIME BAL)
C. Select Type: H – History
D. Detail Topic: TS – Time Accrual Summary
E. Detail Line: M – Multiple Lines
F. Enter Frequency: O – On Demand
G. Enter Spreadsheet Name – YOURINITIALSEEBAL (EX. DGEEBAL)

- **CLICK** Add

Step 2 – Access HR65.2 - Select Data Items to display on your report, selected items will be:

A. Select Employee No (GE Employee)
B. Select Full Name (GE Name-Full)
C. Select Process Level (GE Process Level)
➢ **CLICK** Change
D. Select Topic – E1 – Employee Master
➢ **CLICK** Inquire
➢ **CLICK** PageDown
E. Select Status
➢ **CLICK** Change
F. Select Topic – TS – Time Accrual Summary
➢ **CLICK** Inquire
G. Select Plan Name
H. Select Plan Description
I. Select Curr Elig Balance
➢ **CLICK** Change

Step 3 – Access HR65.3 - Define Format Item Order. Setup fields Col Nbr and Length as listed below:

A. Emp No – Col Number = 1, Length = 8
B. Full Name – Col Number = 2, Length = 30
C. Process Level – Col Number = 3, Length = 5
D. Status – Col Number = 4, Length = 2
E. Plan Name – Col Number = 5, Length = 10
F. Plan Description – Col Number = 6, Length = 20
G. Curr Elig Balance – Col Number = 7, Length = 9
➢ **CLICK** Change

Step 4 – Access HR65.4 - Define the Sort Order (how the data appears down the page). For this report we want to sort by Last Name, and then First Name. There will be no totals in this report. The sort is setup as:

A. Select Topic E1 – Employee Master
➢ **CLICK** Inquire
B. Select Last Name
C. Select First Name
➢ **CLICK** Change
D. Set E1 Last Name to Order '1'
E. Set E1 First Name to Order '2'
➢ **CLICK** Change

Step 5 – Access HR65.5 - Define the Population Select. For this report we want to see only Active Status Employees. The selection fields will be selected as follows:

A. Select Topic E1 – Employee Master
B. Select Status
➢ **CLICK** Change

Step 6 – Access HR65.6 - Define the Population Criteria to Exclude Terminated Employees and Pending New Hires. Those Employees that are in Term Pending, Retire Pending or Deceased Pending will be included. Your rules will be defined as follows:

A. FC = A, Data Item = 1, Inc/Exc = E, Beginning Value = R2, Ending Value = R3
B. FC = A, Data Item = 1, Inc/Exc = E, Beginning Value = U2
C. FC = A, Data Item = 1, Inc/Exc = E, Beginning Value = T2, Ending Value = T3

D. FC = A, Data Item = 1, Inc/Exc = E, Beginning Value = A0
- **CLICK** Change

Step 7 – For this report, we want to include all Time Accrual Plans, therefore, no data will be entered on the HR Writer Detail Selection (HR65.7) and HR Writer Detail Criteria (HR65.8)

Step 8 – Access HR170, and run the report with these parameters:
- **CLICK** on HR Writer Report Request under Related Links

B. Enter Job Name: YOURINITIALS-EEBAL (ex. DKG-EEBAL)
C. Enter Job Description: Employee Plan Balance
D. Select Author: TRAINING (if not already selected)
E. Select Title: <u>Should be title setup in Step 1</u>
F. Enter Company = 1
G. Enter Spreadsheet = Y
- **CLICK** Add
- **CLICK** Submit Job
- **CLICK** Submit Again
- **CLICK** on Job Scheduler under Related Links
- **CLICK** on Active under Filter Options

H. Check Status of your report job, if status is Active – **CLICK** Refresh.
   a. <u>You must refresh until your Job disappears from the Active Filter Option, once that happens continue with the next step</u>
- **CLICK** on Completed under Filter Options, **verify** Job is in Normal Completion Status
- **CLICK** on Reports under Related Links
- **CLICK** on <u>your report job name from Step A</u>
- **CLICK** Right Mouse Button
- **CLICK** on the option to view your report. Option should be View – YOUR REPORT NAME (ex. View dkg_reportname)
- **CLICK** on Landscape under PDF under View Options

I. Verify your report results.
   a. To change the view of your report (if desired), then
      - CLICK on the file you want to view under Related Reports (there should be two files: the spreadsheet you named on HR65.1 and the report title you created on HR65.1) OR
      - CLICK on the format you would like to view the file in under View Options. Spreadsheet can only be viewed in Text. Report file can be viewed in PDF-Landscape or Text OR
      - To download the spreadsheet, CLICK on the spreadsheet file under Related Reports, Click on Text under view options, then click on Create CSV File.

Exercise 3 – A request is received to create a report to verify that all terminated Employees have termination dates on their record.

Step 1 – Access HR 65.1 - Setup your report Author and Title, parameters will be:

A. Enter Author: TRAINING
B. Enter Title: YOURINITIALS NO TERM DATE (Ex. DKG NO TERM DATE)
C. Select Type: H – History
D. Detail Topic: HI - Employee History
E. Detail Line: M – Multiple Lines
F. Enter Frequency: O – On Demand
G. Enter Spreadsheet Name – YOURINITIALSTMNODTE (EX. DGTMNODTE)
- **CLICK** Add

Step 2 – Access HR65.2 - Select Data Items to display on your report, selected items will be:

A. Select Employee No (GE Employee)
B. Select Full Name (GE Name-Full)
C. Select Process Level (GE Process Level)
D. Select Department (GE Department)
- **CLICK** Change

E. Select Topic – E1 – Employee Master
- **CLICK** Inquire
- **CLICK** PageDown

F. Select Status (E1 Status)
G. Select Termination Date (E1 Termination Date)
- **CLICK** Change

H. Select Topic HI – Employee History
- **CLICK** Inquire

I. Select Action Code (HI table)
J. Select Beginning Date (HI table)
K. Select Date Field Value (HI table)
L. Select Anticipated End Date (HI table)
- **CLICK** Change

Step 3 – Access HR65.3 - Define Format Item Order. Setup fields Col Nbr and Length as listed below:

A. Emp No – Col Number = 1, Length = 8
B. Full Name – Col Number = 2, Length = 30
C. Process Level – Col Number = 3, Length = 5
D. Department – Col Number = 4, Length = 5
E. Status – Col Number = 5, Length = 2
F. Termination Date – Col Number = 6, Length = 8
G. Action Code – Col Number = 7, Length = 10
H. Beginning Date – Col Number = 8, Length = 8
I. Date Field Value – Col Number = 9, Length = 8
J. Anticipated End Date – Col Number = 10, Length = 9
K. **CLICK** Change

Step 4 – Access HR65.4 - Define the Sort Order (how the data appears down the page). For this report we want to sort by Process Level, and then Last Name. There will be no totals in this report. The sort is setup as:

A. Select Topic E1 – Employee Master
- **CLICK Inquire**
- **CLICK** PageDown

B. Select Process Level
C. Click Change
- **CLICK** PageUP

D. Select Name – Last
- **CLICK** Change

Step 5 – Access HR65.5 - Define the Population Select. For this report we want to see only Active Status Employees. The form will be automatically setup to see fields in the E1. The selection fields will be selected as follows:

- ➢ **CLICK** PageDown
- A. Select Status
- B. Select Termination Date
- ➢ **CLICK** Change

Step 6 – Access HR65.6 - Define the Population Criteria to Include Employees in an Inactive Status Code. Your rules will be defined as follows:

- A. FC = A, Data Item = 1, Inc/Exc = I, Beginning Value = R1, Ending Value = R3, Item Group = A
- B. FC = A, Data Item = 2, Inc/Exc = I, Beginning Value = LEAVE THIS FIELD BLANK, Item Group = A
- C. FC = A, Data Item = 1, Inc/Exc = I, Beginning Value = U1, Ending Value = U2, Item Group = B
- D. FC = A, Data Item = 2, Inc/Exc, = I, Beginning Value = LEAVE THIS FIELD BLANK, Item Group = B
- E. FC = A, Data Item = 1, Inc/Exc = I, Beginning Value = T1, Ending Value = T3, Item Group = C
- F. FC = A, Data Item = 2, Inc/Exc = I, Beginning Value = LEAVE THIS FIELD BLANK, Item Group = C
- ➢ **CLICK** Change

Step 7 – Access HR65.7 - Define the Detail Selection. For this report we want to restrict the results to specific Action Codes. The form will be automatically setup to see fields in the HI – Employee History table. The selection fields will be selected as follows:

- A. Select Action Code
- ➢ **CLICK** Change

Step 8 – Access HR65.8 - Define the Detail Criteria. For this report we want to see only Action Code SEPARATION. The form will be automatically setup to see fields selected on the HR65.7. The entry will be as follows:

- A. Suppress Individual field = Y
- B. FC = A, Data Item = 1, Inc/Exc = I, Beginning Value = SEPARATION
- ➢ **CLICK** Change

Step 9 – Access HR170 – HR Writer Report Request. Run report with the following parameters:

- ➢ **CLICK** on HR Writer Report Request under Related Links
- A. Enter Job Name: YOURINITIALS-NOTERM (ex. DKG-NOTERM)
- B. Enter Job Description: Employee Term Info
- C. Select Author: TRAINING (if not already selected)
- D. Select <u>Report Title defined in Step 1</u>
- E. Enter Company = 1
- F. Enter Spreadsheet = Y
- ➢ **CLICK** Add
- ➢ **CLICK** Submit Job
- ➢ **CLICK** Submit Again
- ➢ **CLICK** on Job Scheduler under Related Links

- ➢ **CLICK** on Active under Filter Options
- G. Check Status of your report job, if status is Active – **CLICK** Refresh.
  - a. You must refresh until your Job disappears from the Active Filter Option, once that happens continue with the next step
- ➢ **CLICK** on Completed under Filter Options, **verify** Job is in Normal Completion Status
- ➢ **CLICK** on Reports under Related Links
- ➢ **CLICK** on your report job name from Step A
- ➢ **CLICK** Right Mouse Button
- ➢ **CLICK** on the option to view your report. Option should be View – YOUR REPORT NAME (ex. View dkg_reportname)
- ➢ **CLICK** on Landscape under PDF under View Options
- H. Verify your report results.
  - a. To change the view of your report (if desired), then
    - ➢ CLICK on the file you want to view under Related Reports (there should be two files: the spreadsheet you named on HR65.1 and the report title you created on HR65.1) OR
    - ➢ CLICK on the format you would like to view the file in under View Options. Spreadsheet can only be viewed in Text. Report file can be viewed in PDF-Landscape or Text OR
    - ➢ To download the spreadsheet, CLICK on the spreadsheet file under Related Reports, Click on Text under view options, then click on Create CSV File.

Exercise 4 – A request is received to create a report showing what Employees received Agency Setup Deductions (Codes 3001 – 3411) during the month of July.

Step 1 – Access HR 65.1 - Setup your report Author and Title, parameters will be:

- A. Enter Author: TRAINING
- B. Enter Title: YOURINITIALS DEDUCTIONS (Ex. DKG DEDUCTIONS)
- C. Select Type: H – History
- D. Detail Topic: PD – Payment Deductions
- E. Detail Line: M – Multiple Lines
- F. Enter Frequency: O – On Demand
- G. Enter Spreadsheet Name – DGDEDUCTS
- ➢ **CLICK** Add

Step 2 – Access HR65.2 - Select Data Items to display on your report, selected items will be:

- A. Select Employee No (GE Employee)
- B. Select Full Name (GE Name-Full)
- C. Select Process Level (GE Process Level)
- ➢ **CLICK** Change
- D. Select Topic – PD – Payment Deductions
- ➢ **CLICK** Inquire
- E. Select Deduction
- F. Select Deduction Desc
- G. Select Deduction Amount
- H. Select Payment Date
- ➢ **CLICK** Change

Step 3 – Access HR65.3 - Define Format Item Order. Setup fields Col Nbr and Length as listed below:

- A. Process Level – Col Number = 1, Length = 5
- B. Emp No – Col Number = 2, Length = 8

C. Full Name – Col Number = 3, Length = 30
D. Deduction – Col Number = 4, Length = 5
E. Deduction Desc – Col Number = 5, Length = 25
F. Deduction Amount – Col Number = 6, Length = 9
G. Payment Date – Col Number = 7, Length = 8

- **CLICK** Change

Step 4 – Access HR65.4 - Define the Sort Order. For this report we want to sort by Process Level, and then Last Name. There will be no totals in this report. The sort is setup as:

A. Select Topic E1 – Employee Master
- **CLICK** Inquire
- **CLICK** PageDown

B. Select Process Level
- **CLICK** Change
- **CLICK** PageUP

C. Select Name – Last
- **CLICK** Change

Step 5 – Access HR65.5 - Define the Population Select. For this report we want to see only Active Status Employees. The form will be automatically setup to see fields in the E1. The selection fields will be selected as follows:

- **CLICK** PageDown

A. Select Status
- **CLICK** Change

Step 6 – Access HR65.6 - Define the Population Criteria to Exclude Employees in an Inactive Status Code. Your rules will be defined as follows:

A. FC = A, Data Item = 1, Inc/Exc = E, Beginning Value = R1, Ending Value = R3
B. FC = A, Data Item = 1, Inc/Exc = E, Beginning Value = U1, Ending Value = U2
C. FC = A, Data Item = 1, Inc/Exc = E, Beginning Value = T1, Ending Value = T3
- **CLICK** Change

Step 7 – Access HR65.7 - Define the Detail Selection. For this report we want to restrict the results to specific Deduction Codes. The form will be automatically setup to see fields in the PD – Payment Deductions table. The selection fields will be selected as follows:

A. Select Deduction
- **CLICK** Change

Step 8 – Access HR65.8 - Define the Detail Criteria. For this report we want to see only Deduction Code range 3001 - 3411. The form will be automatically setup to see fields in the selected on the HR65.7. The entry will be as follows:

A. Suppress Individual field = Y
B. FC = A, Data Item = 1, Inc/Exc = I, Beginning Value = 3001, Ending Value = 3411
- **CLICK** Change

Step 9 – Access HR170 – HR Writer Report Request. Run report with the following parameters:

- **CLICK** on HR Writer Report Request under Related Links

A. Enter Job Name: YOURINITIALS-DEDUCT (EX. DKG-DEDUCT)
B. Enter Job Description: Manually Setup Deductions
C. Select Author: TRAINING (if not already selected)
D. Select <u>Report Title defined in Step 1</u>
E. Enter Company = 1
F. Enter Date Range: 07/01/2004 – 07/31/2004
G. Enter Spreadsheet = Y

- **CLICK** Add
- **CLICK** Submit Job
- **CLICK** Submit Again
- **CLICK** on Job Scheduler under Related Links
- **CLICK** on Active under Filter Options

H. Check Status of your report job, if status is Active – **CLICK** Refresh.
   a. <u>You must refresh until your Job disappears from the Active Filter Option, once that happens continue with the next step</u>

- **CLICK** on Completed under Filter Options, **verify** Job is in Normal Completion Status
- **CLICK** on Reports under Related Links
- **CLICK** on <u>your report job name from Step A</u>
- **CLICK** Right Mouse Button
- **CLICK** on the option to view your report. Option should be View – YOUR REPORT NAME (ex. View dkg_reportname)
- **CLICK** on Landscape under PDF under View Options

I. Verify your report results.
   a. To change the view of your report (if desired), then
      - CLICK on the file you want to view under Related Reports (there should be two files: the spreadsheet you named on HR65.1 and the report title you created on HR65.1) OR
      - CLICK on the format you would like to view the file in under View Options. Spreadsheet can only be viewed in Text. Report file can be viewed in PDF-Landscape or Text, OR
      - To download the spreadsheet, CLICK on the spreadsheet file under Related Reports, Click on Text under view options, then click on Create CSV File.

Exercise 5 – Create a Compute Statement of Employee Salary and Place in Report.

Step 1 – Access HR67.1 - Setup your Compute Statement, parameters will be:

A. Enter Author: TRAINING
B. Enter Compute Name: YOURINITIALS- COMPUTESALARY (Ex. DKG-COMPUTESALARY)
C. Column Heading 1: SALARY
D. Factor 1:
   a. Tab to Item
   b. Select E1, Annual Hours (Item 294)
E. Operator: Select Multiply
F. Factor 2:
   a. Tab to Item
   b. Select E1, FTE (Item 56)
G. Operator: Select Multiply

H. Factor 3:
    a. Tab to Item
    b. Select E2, Rate of Pay (Item 62)
I. First Operator: 1
➢ **CLICK** Add

Step 2 – Access HR65.1 - Setup your report Author and Title, parameters will be:

A. Enter Author: TRAINING
B. Enter Title: YOURINITIALS SALARY (Ex. DKG SALARY)
C. Select Type: E - Employee
D. Enter Frequency: O – On Demand
E. Enter Spreadsheet Name – YOURINITIALSSALARY(Ex. DGSALARY)
➢ **CLICK** Add

Step 2 – Access HR65.2 - Select Data Items to display on your report, selected items will be:

A. Select Employee No (GE Employee)
B. Select Full Name (GE Name-Full)
C. Select Process Level (GE Process Level)
D. Select Rate of Pay (GE Rate of Pay)
➢ **CLICK** Change
E. Select FTE
F. Select Annual Hours
➢ **CLICK** Change
G. Select Topic – CM (Compute Statements)
➢ **CLICK** Inquire
H. Select Compute statement defined in Step 1
➢ **CLICK** Change
I. Select Topic – E2 – Pay Distribution
➢ **CLICK** Inquire
J. Select Pro Rate Ann Sal
➢ **CLICK** Change

Step 3 – Access HR65.3 - Define Format Item Order. Setup fields Col Nbr and Length as listed below:

A. Emp No – Col Number = 1, Length = 8
B. Full Name – Col Number = 2, Length = 30
C. Process Level – Col Number = 3, Length = 5
D. Rate of Pay– Col Number = 4, Length = 10
E. Annual Hours – Col Number = 5, Length = 4
F. FTE – Col Number = 6, Length = 4
G. YOURCOMPUTESTATEMENT – Col Number = 7, Length = 13
H. Pro Rate Ann Sal – Col Number = 8, Length – 13
➢ **CLICK** Change

Step 4 – Access HR65.4 - Define the Sort Order (how the data appears down the page). For this report we want to sort by Last Name. There will be no totals in this report. The sort is setup as:

A. Select Topic E1 – Employee Master
B. Select Name – Last
➢ **CLICK** Change

Step 5 – Access HR65.5 - Define the Population Select. For this report we want to see only Active Status Employees. The form will be automatically setup to see fields in the e1. The selection fields will be selected as follows:

- **CLICK** PageDown

A. Select Status

- **CLICK** Change

Step 6 – Access HR65.6 - Define the Population Criteria to Exclude Employees in Inactive Status Codes. Your rules will be defined as follows:

A. FC = A, Data Item = 1, Inc/Exc = E, Beginning Value = R1, Ending Value = R3
B. FC = A, Data Item = 1, Inc/Exc = E, Beginning Value = U1, Ending Value = U2
C. FC = A, Data Item = 1, Inc/Exc = E, Beginning Value = T1, Ending Value = T3

- **CLICK** Change

Step 7 – Skip HR65.7 and HR65.8 – these are not needed for this report.

Step 8 – Access HR170, and run the report with these parameters:

- **CLICK** on HR Writer Report Request under Related Links

A. Enter Job Name: YOURINITIALS-SALARY (ex. DKG-SALARY)
B. Enter Job Description: EMPLOYEE SALARY REPORT
C. Select Author: TRAINING (if not already selected)
D. Select <u>Report Title defined in Step 2</u>
E. Enter Company = 1
F. Enter Spreadsheet = Y

- **CLICK** Add
- **CLICK** Submit Job
- **CLICK** Submit Again
- **CLICK** on Job Scheduler under Related Links
- **CLICK** on Active under Filter Options

G. Check Status of your report job, if status is Active – **CLICK** Refresh.
   a. <u>You must refresh until your Job disappears from the Active Filter Option, once that happens continue with the next step</u>

- **CLICK** on Completed under Filter Options, **verify** Job is in Normal Completion Status
- **CLICK** on Reports under Related Links
- **CLICK** on <u>your report job name from Step A</u>
- **CLICK** Right Mouse Button
- **CLICK** on the option to view your report. Option should be View – YOUR REPORT NAME (ex. View dkg_reportname)
- **CLICK** on Landscape under PDF under View Options

H. Verify your report results.
   a. To change the view of your report (if desired), then
      - CLICK on the file you want to view under Related Reports (there should be two files: the spreadsheet you named on HR65.1 and the report title you created on HR65.1) OR
      - CLICK on the format you would like to view the file in under View Options. Spreadsheet can only be viewed in Text. Report file can be viewed in PDF-Landscape or Text OR
      - To download the spreadsheet, CLICK on the spreadsheet file under Related Reports, Click on Text under view options, then click on Create CSV File.